

PERSONNELAssignment and Transfer**A. Licensed Personnel**

1. When a reduction in the number of teachers in a school is necessary, volunteers will be considered for transfer first.

a. When involuntary transfers are necessary, a teacher's area of competence, major and/or minor field of study, quality of teaching performance, and length of service in the division will be considered in determining which teacher is to be transferred. Teachers being involuntarily transferred will be transferred only to a comparable position.

b. A list of open positions in other schools will be made available to all teachers being transferred and all other factors being substantially equal, preference will be given in filling such positions on the basis of length of service in the division.

c. Notice of transfer will be given to teachers as soon as practicable and under normal circumstances no later than June 30.

2. Teachers desiring a voluntary transfer will submit a written request to the Director of Human Resources stating the assignment preferred. Such requests must be submitted as part of the annual "intent form" process within the time specified. As vacancies occur, transfer requests will be considered.

3. Before a teacher is assigned or transferred to a particular school, the principal of the school in question will be consulted and will make a recommendation concerning the requested transfer.

B. Service Personnel

Service Personnel will be assigned and transferred by the superintendent or a designee. Paraprofessionals desiring a voluntary transfer will submit a written request to the Director of Human Resources stating the assignment preferred. Such requests must be submitted as part of the

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annual "intent form" process within the time specified. As vacancies occur, transfer requests will be considered.

Editor's Note

See also school board policy #5-11

Approved by Division Superintendent: April 6, 1987

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